

GRADED READINGS
IN
GREGG SHORTHAND



ALICE MARGARET HUNTER

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M. Babcock
Hilton
N.Y.
Monroe Co.



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Graded Readings in Gregg Shorthand

By ALICE MARGARET HUNTER

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INTRODUCTION

GRADED READINGS is a collection of graded letters and short stories and articles designed to supplement the GREGG SHORTHAND MANUAL. It is especially adapted for use in Junior high schools and with classes of younger students, though it is believed that the book will meet the requirements of any shorthand class, and that it will add value, interest and variety to the work.

Shorthand teachers have long recognized the need for simple, interesting well-graded reading material which could be used from the very beginning of the work. GRADED READINGS will meet this need.

The material on the first three lessons consists of short paragraphs. Simple letters are introduced in Lesson Four, and Lessons Four and Five are a combination of shorthand paragraphs and easy letters. The material on Lessons Six to Ten inclusive is made up wholly of easy business letters. In Lesson Eleven simple literary matter is introduced, and the material from this point on through Lesson Twenty is a combination of business letters and literary matter.

There are six pages of shorthand on each lesson in the MANUAL. The shorthand plates on the first five lessons are written in a large, bold style, as it is believed that this is much easier for beginners to read, as the forms stand out much more clearly and consequently make a deeper and more lasting impression. Smaller notes have been used from Lesson Six on to familiarize the student with the proper writing size.

The material on the first lessons is necessarily very simple in character on account of the limited vocabulary. The introduction of shorthand in the grades and in Junior high schools has created a demand for some material of this kind and older students will readily understand the necessity and the advantage of simple, connected matter in the early stages of the work.

Names and addresses are introduced in some of the letters in Lesson Four, and from Lesson Seven on the names of states are used. As the shorthand form in most cases follows the longhand abbreviation, students will have no difficulty in reading these state names and their introduction makes it possible to assign the letters for exercises in transcription and arrangement as soon as the students are far enough advanced in typewriting to do the work.

The method in which this book is used must be determined by the needs of the class and the time at the teacher's disposal. In some schools it will be used as supplementary reading work, one period a week being devoted to it. It may be used either for sight reading or assigned as home work for class reading and dictation material. The material will be found well adapted for blackboard dictation, either as new or practiced matter.

In classes where the conditions make possible little or no outside preparation, GRADED READINGS will be particularly welcomed by the teacher, as it is in these classes that it is difficult to hold the pupils' interest and to show them that they are progressing from day to day. It is always a great source of encouragement to students to find that they are able to read fluently, and particularly that they are able to read and write simple letters and simple connected matter long before they have completed their study of the principles.

Some teachers believe that more can be accomplished in both reading and writing shorthand by having students do much reading and little writing practice during the first few weeks. Correct forms are firmly fixed through reading. The simple characters are memorized and the rules for joining them become familiar to the students by seeing them applied in many simple words. The exponents of the theory believe that when students begin to write after a few weeks they do so readily, and that their initial writing is much better both in style and in theory. This method of course necessitates a period of intensive writing drill when writing is once begun.

Sample pages of GRADED READINGS have been used in the public schools in Columbus, Ohio, and in Oakland, California, with classes of young students with gratifying results. They have been used with older pupils in the Bushwick and Julia Richman High Schools and in the War Emergency Courses, New York City, and in Gregg School, Chicago. We believe that the completed book will find a place of its own in classes in Gregg Shorthand and that its use will mean more rapid development in both the reading and the writing ability of shorthand students.

The selections on commercial products are based on "Industrial-Commercial Geography of the United States," by L. C. Rasmisel (The A. N. Palmer Company), and the sketches of the lives of prominent Americans on material found in "The Makers of Our History," by John T. Faris (Ginn and Company).

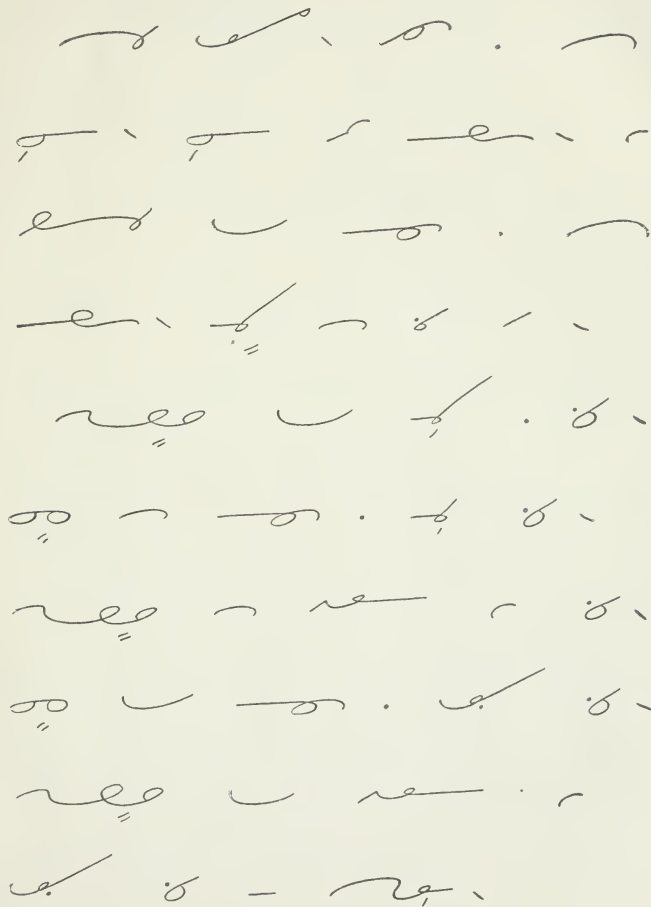
The fables used from Lesson Eleven on were adapted from Æsop's Fables. Acknowledgment is also due Mrs. J. P. Peterson, Humboldt College, Minneapolis, Minnesota, for "A Vacation Trip," on which the geographical drill in Lesson Twenty is based.

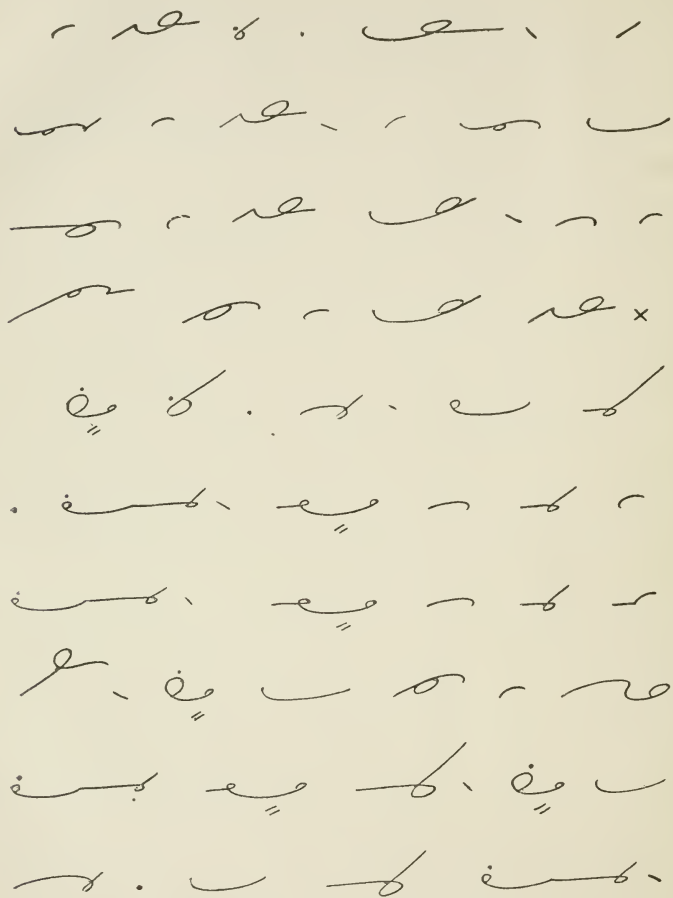
CONTENTS

	PAGE
INTRODUCTION	
FIRST LESSON	
Short Paragraphs	1-6
SECOND LESSON	
Short Paragraphs	7-12
THIRD LESSON	
Short Paragraphs	13-16
The Ball Game	17
FOURTH LESSON	
Short Paragraphs	19
The Pony	21
Business Letters	23
FIFTH LESSON	
Short Paragraphs	25
A Trip	27
Business Letters	29
SIXTH LESSON	
Business Letters	31-36
SEVENTH LESSON	
Business Letters	37-42
EIGHTH LESSON	
Business Letters	43-48
NINTH LESSON	
Business Letters	49-54
TENTH LESSON	
Business Letters	55-60
ELEVENTH LESSON	
Business Letters	61-63
The Dog and His Shadow	64
The Crow and the Pitcher	64
The Hare and the Tortoise	65
The Lion and the Mouse	66
TWELFTH LESSON	
Business Letters	67-69
The Goose with the Golden Eggs	70
Benjamin Franklin	71
Cotton	72

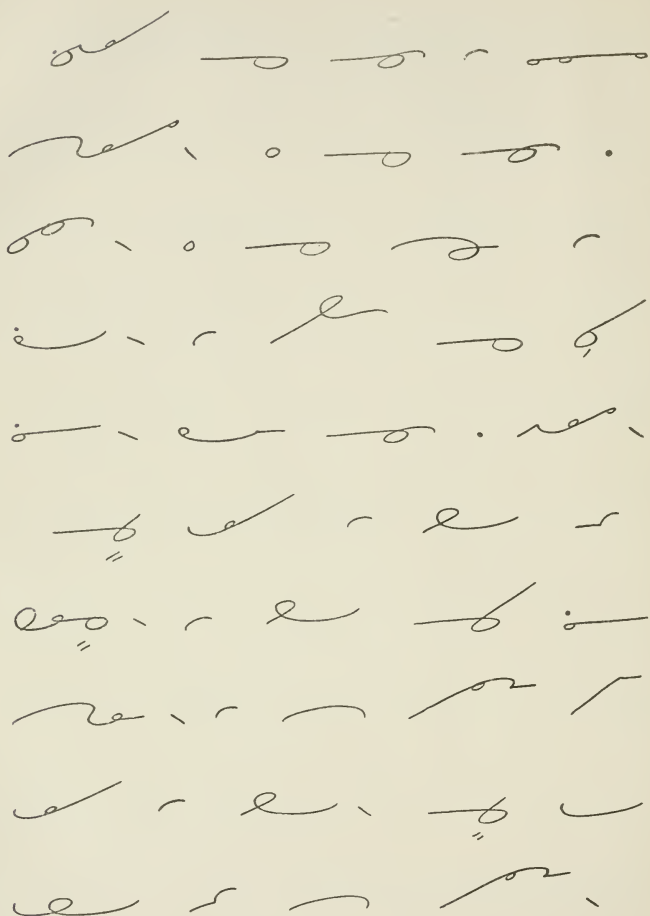
	PAGE
THIRTEENTH LESSON	
Business Letters	73-75
The Fox and the Crow	76
Thomas Jefferson	77
Silk	78
FOURTEENTH LESSON	
Business Letters	79-81
The Old Man and His Sons	82
Alexander Hamilton	83
Wool	84
FIFTEENTH LESSON	
Business Letters	85-87
The Power of Fables	88
John Quincy Adams	89
Paper	90
SIXTEENTH LESSON	
Business Letters	91-93
The Wind and the Sun	94
Daniel Webster	95
Iron and Steel	96
SEVENTEENTH LESSON	
Business Letters	97-99
The Honest Woodman	100
George Washington	101
Coal	102
EIGHTEENTH LESSON	
Business Letters	103-105
The Monkey as a Judge	106
Robert E. Lee	107
Gold	108
NINETEENTH LESSON	
Business Letters	109
The Wolf and the Lamb	111
Ulysses S. Grant	112
Petroleum	114
TWENTIETH LESSON	
Business Letters	115
Abraham Lincoln	116
Pottery	118
A Vacation Trip	119

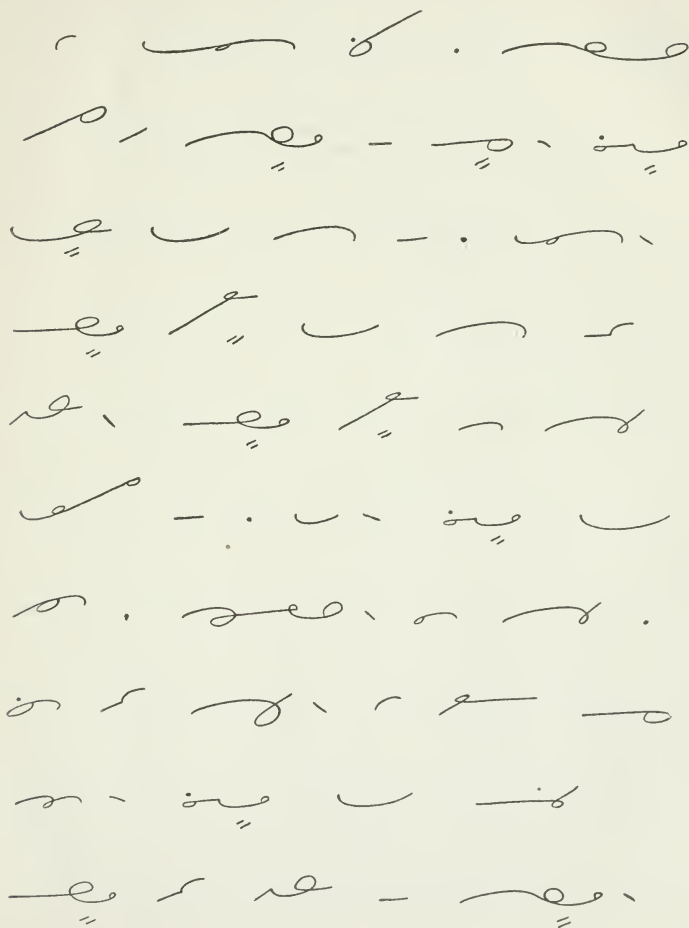
FIRST LESSON





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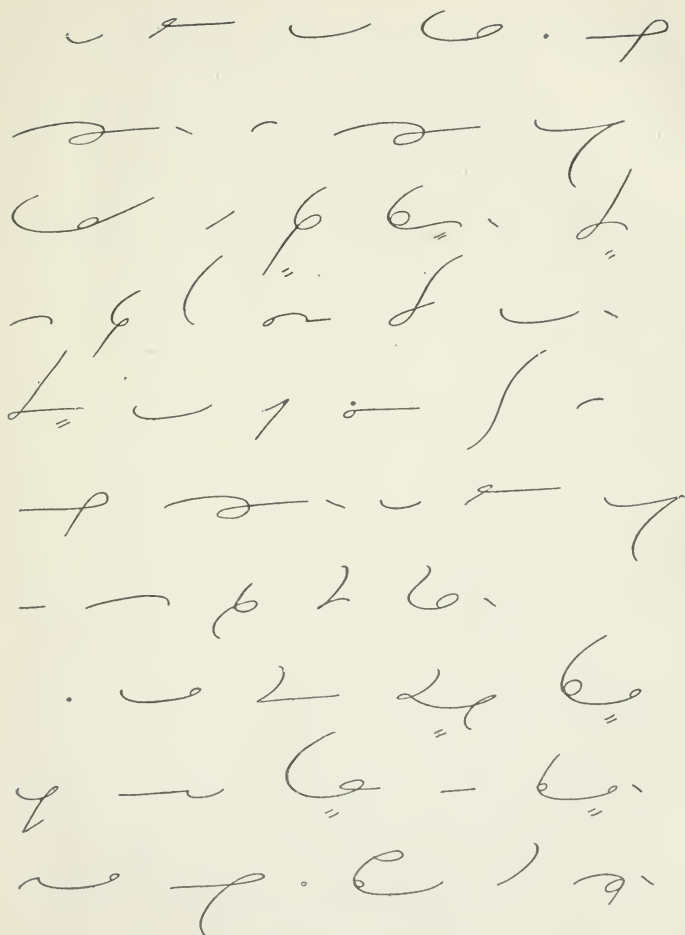




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SECOND LESSON



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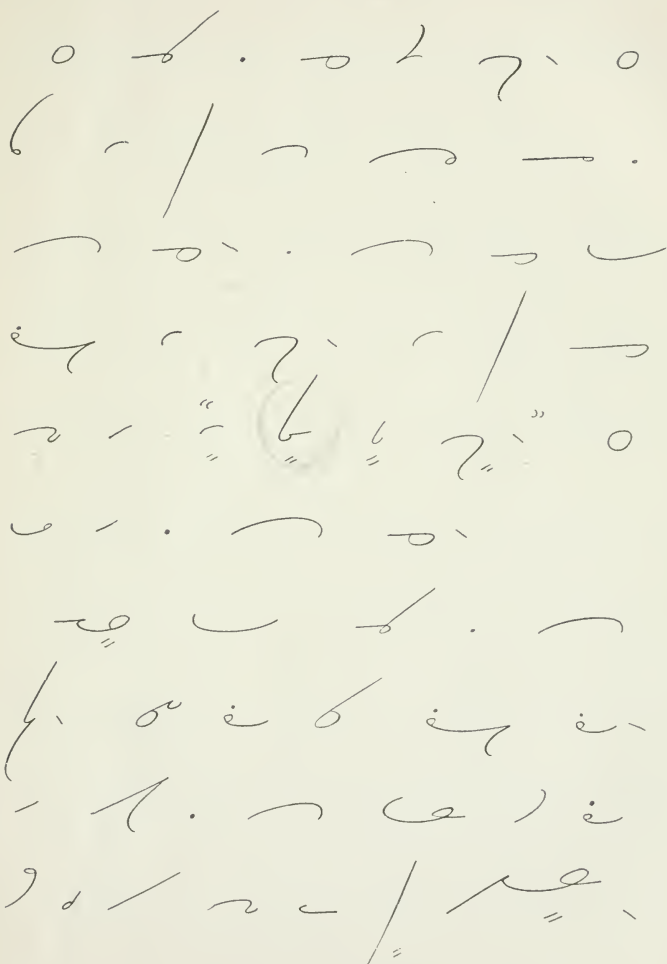
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392

THIRD LESSON



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 - g u l p
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 - o - r l b i y
 - b - l o o . r
 - i - g o b . y
 - r - r r l b .
 - r - b - y -

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 y- pe u n
 e s y- lio u
 n c s o
 pe u s r
 y c s x o pe
 u n s y l o n-
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 b o y c o E-

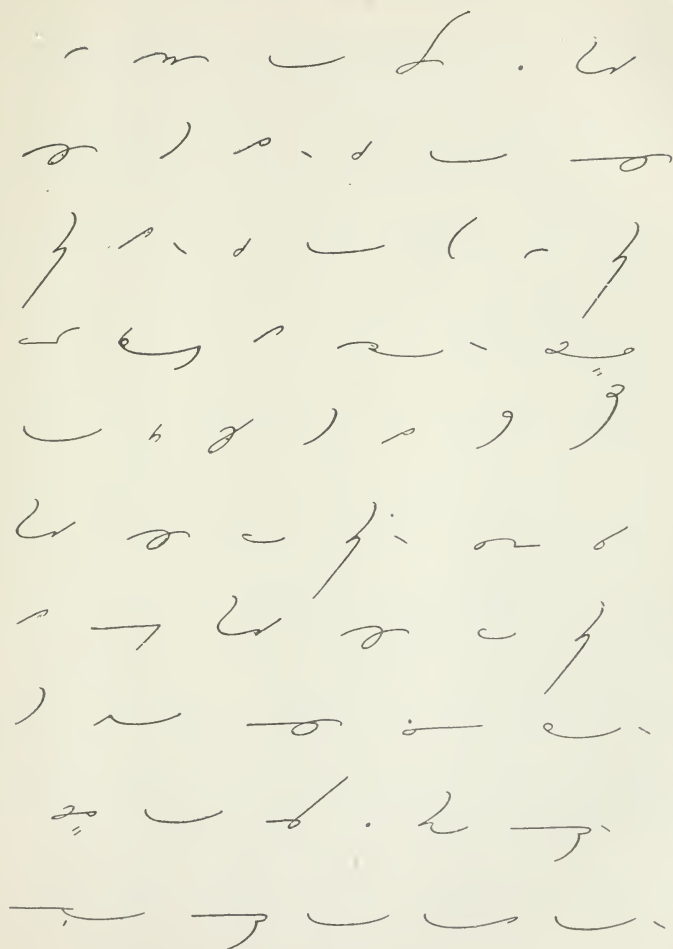
THE BALL GAME

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 h ! " r r z f e
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 b r i r n f i
 f u f i r r
 " h y r f i c
 r c c u r y
 c r " t r i c
 t) h c r r

h - f a i . i r r
 " " ! -) f ! "
 f r r r h
 r r r r r
 2 r r r r
 - o b r r 2
 f r r . f h
 r r h r f
 r y r y - r
 r r r y -

385

FOURTH LESSON



n e u . . Co
 n t u a u .
 e - x r . -
 n t x d - r
 - t - . C p f .
 n r o n i
 f e x o e . e)
 - e u . o o .
 i e t - u .
 y u i r i .


THE PONY

p b . e b n
 p b e i t e
 g i (l g i -
 b e l r i r
 b b o r i r
 b t y - . i
 s l r b o y r
 b o r i t w l
 r b b b e i

The young men
 brought their
 sheep and
 cows and
 horses
 and mules
 and cattle
 and horses
 and sheep
 and cattle
 and horses

BUSINESS LETTERS

1. *— — — — —*
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1864-7

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72.

245

FIFTH LESSON

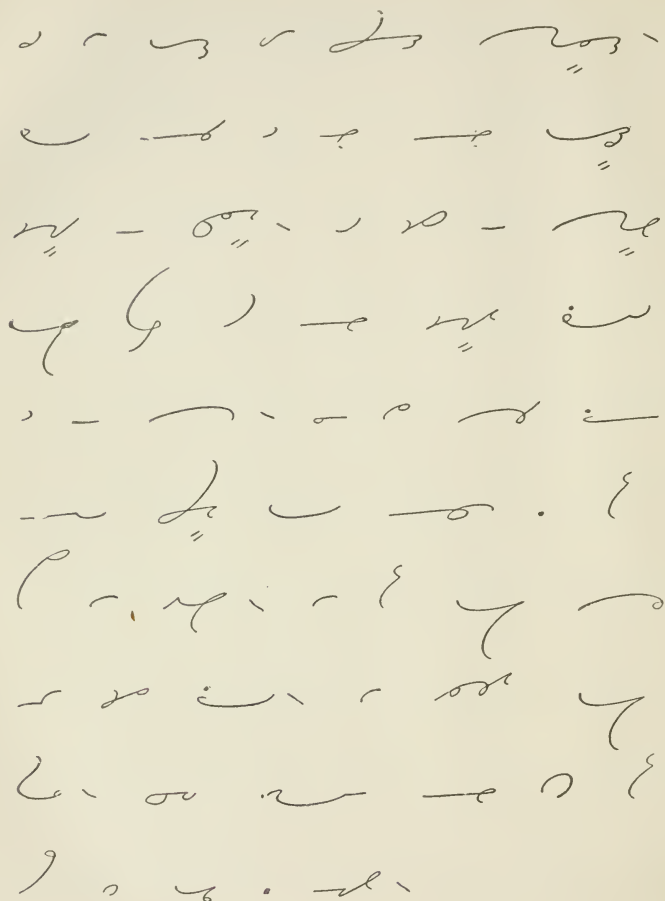
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 n o o l . g . g i e
 - o d L L o
 - g . g .

e u e g . f
 e z g e n . o
 b . b e r . r r
 d n . o . g e
 - f b .

e e y , c . . l
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 c o . { P c e
 n - - c - e e
 e c . e - d c
 e . e l c " e"
 - e c - o .
 e l n o - c h
 o r o r s e
 n h - - n -

A TRIP

a E — f h —
 o . — r i e —
 1 f — o — u e —
 r f — h e . .
 r b e — o —
 v e (— n 2
 1 1 t — t e
 n) . e r b .
 t e — 1 o — e



4. — i e r e b e o /
 r r . b e s b / — o
 f . b e d d s / r e r
 d o r e i r y d d r
 o b e e s e d e
 a r r s r x e i /
 — r x x / — r r / —
 b / — x e r r / —
 s x q e / . y e r o
 d . e e e e x i r
 . b e r s e r r e
 — e e i —

477

SIXTH LESSON

BUSINESS LETTERS

5. / 6 0 2 6 , 9 2
 ? 2 - 5 2
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 . 6 6 - 0 2 7 . 2 2
 0 6 6 - 0 2 . 2 2
 2 2 2 - . 2 2

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 . 2 2 - { 2 2 2 2
 - 2 2 2 2 2 2
 0 2 2 2 2 2 2 2
 2 2 2 2 2 2 2 2
 2 2 2 2 2 2 2 2

7. / o i o , I b . d {
 x P . , s r . n e i { (
 - h L x o . 7 o o b / {
 -) i . h n o d . e e .
 o) ~ / 7 e . i - b
 8. / e u .) . h L h 3 o
 b o , - o - o u b - b v
 o y 2 x o 1 r . h -) e
 (- L 9 y o) - o z . v
 e n e L) . h e . e P
 y o d . e - b L 7 - d
 9. / e o ! . e - e n -
 y - b . x o b n f o o n

n a o e , n . n . } er
 } , . u b h l e s s o
 y . l d k o u h r
 . u e i . u b n

10.

T h l y u r - g
 n o o e n h n i
 n e , n o l , a n
 . h y h e u n i . o
 b e s n t u o n
 h t n e s . u d
 y s n i l h

11.

l i n o b . l . b n n
 l u b o n b g o a n

f m s .) o v . b m s l
 l e - m . g v h , f i e l
 l m s , l m . b y e o s l
 g b m s f . o u . o o
 b y m o o x q h m l .
 v l f m - l
 12. f g . e l b i s
 m s , o u l - q .
 e f l . b m s b l
 - . o . o l m l
 e f - a r b m q . v
 e f b m s m . m g .
 o e d h v - a e , y .

n r e b) u z u v p l e u
 o n o . n y z o l e
 n e i i i i

13. — f l e r l o o b . u
 s w p r — b o v d . e
 s . x — u . e — l i x n d
 u n d x a n b , o r x
 v l o b) d e e r) x
 l o b — f x o d o o o
 e d b r 9 b e — d .
 n e v o i o r x o b o . —
 o v ? — d e f . l n ?
 s . n v p r e l i x b

SEVENTH LESSON

BUSINESS LETTERS

15. *15. The following are examples of the cursive script used in business letters. The letters are written in a cursive style, with many loops and flourishes. The examples include the words "The", "very", "kind", "of", "a", "letter", "and", "the", "best", "of", "the", "business", "man", "and", "the", "best", "of", "the", "business", "man", "and", "the", "best", "of", "the", "business", "man".*

17. *Handwritten text in cursive script, likely a letter or document fragment.*

18. *1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100*

19. — e b r w d' b t n y. —
 s s i t u r a n i s
 e p u e n n o b o s
 h r. d d i o f i g —
 — n s l. d l. n — b
 o s i n n e h e d n
 e o f , u u. —)
 t n u n — n o b t
) — (o o d f —
 s e , n i e d b.
 d y — u p —) , (o n
 e e f e n — e) —
 i e u d n h n n h

EIGHTH LESSON

BUSINESS LETTERS

21. *Handwritten musical notation on a single staff, consisting of a series of notes and rests.*

22. *For the day - m -*
the hour - x - d,
in the - 3 - 4 m -
the - 9 - 10 - 11
the - 1 - 2 - 3 - 4
in the - 5 - 6 - 7 - 8
the - 9 - 10 - 11 - 12
the - 1 - 2 - 3 - 4 - 5
the - 6 - 7 - 8 - 9 - 10
the - 11 - 12 - 1 - 2 - 3
the - 4 - 5 - 6 - 7 - 8 - 9
the - 10 - 11 - 12 - 1 - 2 - 3 - 4
the - 5 - 6 - 7 - 8 - 9 - 10 - 11 - 12
the - 1 - 2 - 3 - 4 - 5 - 6 - 7 - 8 - 9 - 10 - 11 - 12
the - 1 - 2 - 3 - 4 - 5 - 6 - 7 - 8 - 9 - 10 - 11 - 12 - 1 - 2 - 3 - 4 - 5 - 6 - 7 - 8 - 9 - 10 - 11 - 12

25. — / 10 6 6 7 8 9 10
 Ca. — 2 3 4 5 6 7 8 9 10
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 61 62 63 64 65 66 67 68 69 70
 71 72 73 74 75 76 77 78 79 80
 81 82 83 84 85 86 87 88 89 90
 91 92 93 94 95 96 97 98 99 100

NINTH LESSON

BUSINESS LETTERS

27. *Dear Sir,*
I have the pleasure to
acknowledge the receipt of
your letter of the 12th
inst. and in reply to
inform you that the same
has been forwarded to the
proper authorities for their
consideration. I am,
Sincerely yours,
J. B. Smith

29. *1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100*

30. / . . . y n l e u e n
 r o r t h t n - m . q u .
 u l . y i i l - u e s l i
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 e n l r p p o u - " o b e o v
 / n o h n a e s / l a h
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 r b l d - i n i e n r o
 / o n n ! o n . d h n l x e
 i y e r - r - e - e . l h
 o h l d o e n - l

31. *university of the
 United States
 of America
 College of
 Agriculture
 and Mechanical
 Arts
 Washington
 D.C.*

32. — b y n e l r e
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 o n . n r e . h e e n
 c) o . d l e n . e . e s
 l y , n e y l e s n f o r
 h t o b n o v e r o . e
 f o c o n e n e d

35. / n e . d . q / o . e .
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37. *— f e s e / s d l n*
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38.

[illegible]

ELEVENTH LESSON

BUSINESS LETTERS

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p. 7 7 ~ d ~ m ~ 2) 6
g. 7 d ~ ~ 9 u ~ o 6. 6 ~ r
u 6 ~ o 9. 4 u o 7 x 6

40. *My name is John
 123456789101112131415161718192021222324252627282930313233343536373839404142434445464748495051525354555657585960616263646566676869707172737475767778798081828384858687888990919293949596979899100*

41. *my dear Mr. Brown*
I have the pleasure to
acknowledge the receipt of
your letter of the 12th inst.
in relation to the
business of the
company of which you are
one of the members.
I have the honor to
acknowledge the receipt of
your letter of the 12th inst.
in relation to the
business of the
company of which you are
one of the members.
I have the honor to
acknowledge the receipt of
your letter of the 12th inst.
in relation to the
business of the
company of which you are
one of the members.

THE HARE AND THE TORTOISE

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TWELFTH LESSON

BUSINESS LETTERS

42. b h n o r e g e - r
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43. *My dear friend,
 I have just received your letter
 and am very glad to hear from
 you. I hope you are well and
 happy. I am well at present.
 I have been thinking of you
 very much lately. I hope you
 are all the same. I have been
 very busy lately, but I have
 managed to find some time
 to write to you. I hope you
 will find this letter interesting.
 I have been thinking of you
 very much lately. I hope you
 are all the same. I have been
 very busy lately, but I have
 managed to find some time
 to write to you. I hope you
 will find this letter interesting.*

COTTON

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 68 69 70 71 72 73 74 75 76 77 78
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 90 91 92 93 94 95 96 97 98 99 100

THIRTEENTH LESSON

BUSINESS LETTERS

45. 

[illegible]

46. — e e n e s b b j
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 - r o o o e n - e

FOURTEENTH LESSON

BUSINESS LETTERS

47. *My dear Sir,*
I have the pleasure to
acknowledge the receipt of
your letter of the 10th inst.
in relation to the
order for the purchase of
the goods mentioned therein.
I am sorry to hear that
the goods are not yet
delivered, and I am
very anxious to see that
they are delivered as
soon as possible.
I am, Sir, very respectfully,
Your obedient servant,
J. H. Smith

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52. *Handwritten text in a cursive script, likely a letter or document, covering the majority of the page.*

JOHN QUINCY ADAMS

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 (e . o b) . r , o .

SIXTEENTH LESSON

BUSINESS LETTERS

53. I am writing to you
 to inform you of the
 fact that the
 company has decided
 to increase the
 price of the
 goods. I am
 sorry that this
 is necessary, but
 it is the only
 way to keep the
 business going.
 I hope you will
 understand the
 situation and
 continue to do
 business with
 us.

THE WIND AND THE SUN

. The wind said to the sun,
 I will show you my power.
 I will make the trees bow
 down before me, and the
 clouds flee from me.
 I will make the water
 boil, and the sea foam.
 I will make the mountains
 tremble, and the hills
 quake. I will make the
 earth shake, and the
 foundations of the world
 tremble. I will make the
 sun hot, and the moon
 red. I will make the
 stars fall from the sky,
 and the angels tremble.
 I will make the
 angels tremble, and the
 saints quake. I will
 make the saints quake,
 and the angels tremble.
 I will make the angels
 tremble, and the saints
 quake. I will make the
 saints quake, and the
 angels tremble. I will
 make the angels tremble,
 and the saints quake.

DANIEL WEBSTER

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IRON AND STEEL

The first of these is the
 fact that the system is
 not self-sufficient. It
 is dependent on the
 government for the
 supply of the raw
 materials. The second
 is that the system is
 not self-sufficient in
 the production of the
 finished goods. The
 third is that the system
 is not self-sufficient in
 the distribution of the
 goods. The fourth is
 that the system is not
 self-sufficient in the
 collection of the taxes.

SEVENTEENTH LESSON

BUSINESS LETTERS

56. $U \sim \mathbb{Z} - \mathbb{Z} \otimes \mathbb{Z} - \mathbb{Z}$.

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57. — e n e m l l e e l m l
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 e y o n n r e n. o o n
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 e e l f o n e l. n
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58.

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THE HONEST WOODMAN

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 b o r — b e n o b —
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GEORGE WASHINGTON

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EIGHTEENTH LESSON

BUSINESS LETTERS

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THE MONKEY AS A JUDGE

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ROBERT E. LEE

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NINETEENTH LESSON

BUSINESS LETTERS

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THE WOLF AND THE LAMB

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TWENTIETH LESSON

BUSINESS LETTERS

64. *Dear Sir,*
I have the pleasure to
acknowledge the receipt of
your letter of the 13th inst.
in relation to the
order for the purchase of
the goods mentioned in
the invoice attached hereto.
The goods are being
prepared for shipment
and will be forwarded to
you by the next steamer.

ABRAHAM LINCOLN

The year 1862 was a year of
 great sorrow for the people of
 the North. The war had been
 going on for two years, and the
 country was in a state of
 confusion. The people were
 tired of the war, and they
 were tired of the government.
 They were tired of the
 soldiers who were fighting
 for them. They were tired
 of the government which was
 sending them to war. They
 were tired of the war which
 was costing them so much
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POTTERY

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 l m m . b r o . y m i o
 i b i - l b o d i o i i y
 i l y o d i f i y i / i
 i r r o i

GREGG REPORTING SHORTCUTS

By John Robert Gregg

When Willard B. Bottoms said that "the stenographer of to-day is the reporter of to-morrow," he said something that ought to make every stenographer of ambition think. But how about preparation? Reporting is the highest notch in the shorthand profession. It requires specialized training. Gregg Reporting Shortcuts was written by Mr. Gregg to assist stenographers writing Gregg Shorthand to get the necessary training. It keeps in view not only the beginner, but the reporter already launched in the profession who finds the necessity for greater skill.

Some Of Its Features

The Introduction contains informative articles on "Build on What You Know," "The Importance of Reporting," "Reporting an Interesting Profession," "The Reporter's Work and Remuneration," "Preparation for Reporting," "Facts About Shorthand Speed," etc. It reviews the history of the speed contests of the National Shorthand Reporters' Association and gives the individual records of every qualifying contestant and comparisons with the best British records.

"Foundations of Reporting Skill" is another chapter dealing with "How to Improve Your Knowledge of the System," "The Reporter's Working Tools," "Posture or Writing Position," "Correct Habits," "Shorthand Execution," "Size of Notes," "Reducing Waste Motion," "Turning Pages," "The Law of Rhythm," "The Law of Diminishing Returns," "Memory Strain," "The Word-Carrying Faculty," "Vocabulary—How to Acquire," "Methods of Practice," etc., etc.

The technical shorthand section deals with expedients and reporting principles. This section contains approximately 3,600 phrases used in court reporting—testimony, jury charge, etc.—all classified and arranged for ready practice. The shorthand outlines for all these are given.

If you are preparing for reporting work, or want to increase the effectiveness of your work as a reporter, you cannot afford to be without this book.

Sent postpaid on receipt of price, \$2.25.

The Gregg Publishing Company

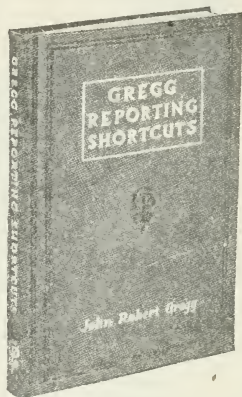
New York

Chicago

Boston

San Francisco

London





Is that all you
have to do, Mother?



Jell-O is made in a moment
by simply adding hot water.
It is one dessert that all the
family can enjoy together—
children as well as grown
folks.

THE GENESEE PURE FOOD COMPANY
Le Roy, New York

Bridgeburg, Ontario

The day
dedicated
to the day
is the day

